



# City of Lemon Grove

Invites Applications for:

## COMMUNITY DEVELOPMENT MANAGER

**\$8,009.83 - \$9,736.00 per month**

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### THE POSITION:

A **Community Development Manager** plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the planning, building, and code enforcement sections; assures compliance with all laws, policies and regulations; implements City policies regarding General Plan; and provides highly complex staff assistance to the City Manager and/or his designee. **There is currently one (1) vacancy in the Development Services Department.**

Primary duties and responsibilities include, but are not limited to: managing and directing the functions and activities of the Planning, Building, and Code Enforcement sections; developing procedures to conduct activities in accordance with federal, state, and City laws, ordinances, rules, and regulations; participating in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned service areas, programs, and activities; meeting with a variety of residents, governmental representatives, technical experts, and developers on physical issues facing the City including planning, zoning, and code enforcement improvements; reviewing and approving technical documents, contracts, agreements, plans and reports of Planning, Building, and Code Enforcement sections; managing the collection, analysis and reporting of administrative and operational data; directing documentation and transmission of information regarding Sections' activities relevant to other Divisions and/or Departments; overseeing and participating in assisting the public at the front counter; receiving, reviewing, and approving development applications and proposal; conferring with and advising contractors, developers, architects, engineers and the general public; preparing reports and recommendations; researching growth, land, environmental issues, zoning requirements, open space management, and federal, state and local laws; attending and participating in City Council, community and commission meetings; serving as the Secretary to the Planning Commission and managing, through subordinate personnel, the City's planning and zoning efforts; keeping abreast of federal, state, regional, special district and county activities and policies affecting municipal developments, alerting officials to changes or new programs, and assisting in evaluating proper City actions, responses, and policies; managing and participating in the development and administration of the department's/sections' budget; selecting, supervising, training, and evaluating subordinate staff; evaluating and review work for acceptability and conformance with Department's (and Sections') standards; and performing other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

This position requires a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, public or business administration, business management or a closely related field; six (6) years of progressively responsible planning and/or community development experience, urban and/or environmental planning, including three (3) years in a supervisory capacity; and a valid Class C California driver's license. A Master's degree is highly desirable.

The ideal candidate will possess knowledge of principles, practices, and techniques for effective management of complex community development. Additionally, he/she must be able to make effective public presentations.

### **WORKING CONDITIONS**

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

### **CLOSING DATE/APPLICATION PROCEDURE:**

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by **5:00 p.m., Wednesday, March 6, 2019.** Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove. The selection process is tentatively scheduled for **Tuesday, March 26, 2019.** A City application is available on the City's Website: [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov).

**Note:** Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at [rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov) or at 619-825-3848.

2/6/19

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